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MADRAS RECORD OFFICE

Government of Madras

Public Works

DEPARTMENT

G.O. No.	2992	Press
B.P. No.		Mis.
Dated	7-11	C876 195

Not to be folded or roughly handled

117

*Proceedings of the Madras Government, Public Works Department,
7th November 1876. No. 2,992.*

No. 132. Read the following Circular from the Government of India in the Public Works Department, (Establishment—General,) dated Simla, 23rd October 1876, No. 65 P.W.:—

Distribution and sufficient supply of Circulars.

Read again—

Public Works Department Circular No. 3 of 1870.

Read also the following extract from the Report of the Committee appointed in the Military Works Branch to report upon the working of Executive Engineers' Offices:—

From a perusal of the tabular statement of suggestions made by officers, it will be observed that the insufficient supply of Circulars is much complained of, as causing a great deal of clerical labor in copying, for the information of Sub-divisional Officers, and in many instances even for record in the head-quarter office. The Committee consider the requirements of the case will be fully met by one copy of each Circular being supplied for each divisional office, and one for each Sub-divisional Officer in charge of an out-station. It is not necessary to supply Sub-divisional Officers at head-quarters with separate copies; cases frequently occur where a lengthy correspondence between officials who have been consulted on a subject is published, one printed copy being circulated. If the recommendations made be accepted, it is immaterial if the whole of the papers or the result only be communicated; if it be not, a mere abstract giving the result should be sent.

As considerable delay, expenditure on postage, and clerical labor result from the present system of forwarding Circulars to their destinations through the proper official channel, the Committee further recommend they shall be sent direct by the Printer, a list of the several officers to whom they are to be supplied being furnished to him. It would be easy to head Departmental Circulars in a manner that would act as a guide to the Printer, obviating the necessity of special instructions in each case.

RESOLUTION.—The Government of India observe that the present arrangements for the distribution of Circulars are described in Public Works Department Circular No. 3 of 1870. By those arrangements Circulars are only sent to those officers to whom the orders contained therein, apply. A Circular giving cover to a standard plan of a military building is not intended to be sent to an Irrigation Executive Engineer, nor is an order which affects the accounts of Examiners sent indiscriminately to every officer.

2. If the present supply of Circulars to the Military Works Branch is insufficient, all that is necessary is for the Inspector-General to come up with specific proposals for an increase in the number of Circulars sent to him, explaining at the same time the reasons in each case for the increase.

3. The proposal that Circulars should be sent direct by the Printer to the several offices could not easily be arranged for. It would be necessary to increase the despatching staff of that office. It is comparatively an easier matter to send 30 copies of a Circular to the Inspector-General, leaving it to him to despatch a copy to each officer, than for the Printer to send each officer a copy.

4. For these reasons the Government of India would not alter the arrangement for the supply of Circulars. The superior Officer knows what is being supplied, and he can ask for an increased supply, if he thinks it needful.

GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

ESTABLISHMENT.

General.

To P.W.D.
6 NOV 76
No. 8015

Circular No. 65 Public Works.

Dated SIMLA, October 23, 1876.

Received

No. 2992 77 Nov 76
Recd
6.11.76

Proceedings of the Madras Government, Public Works Department,
7th November 1876. No. 2,992.

ORDER.—Ordered, that this Resolution be forwarded to the Inspector-General of Military Works for information and guidance.

The Governments of Madras and Bombay in the Public Works Department, General, Irrigation and Railway Branches.
The Governments of Bengal, North-Western Provinces, and Punjab, in the Public Works Department, General and Irrigation Branches.
The Chief Commissioners of Oudh, Central Provinces, British Burmah, Mysore and Coorg, and Assam.
The Resident at Hyderabad.
The Agents of the Governor-General for Central India and Rajpootana.
The Superintendent of Port Blair, and Chief Commissioner, Andaman and Nicobar Islands.
The Accountant-General, Public Works Department.
The Director of State Railways.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.

Ordered also, that a copy be forwarded to the Local Governments and Administrations and Officers noted in the margin for information.

(Signed) A. B. SAMPSON,
Under Secy. to the Govt. of India.

No. 133. ORDER THEREON, 7th November 1876, No. 2,992.

ESTABLISHMENT, No. 9.

ORDERED to be recorded.

(True Extract.)

(Signed) G. W. WALKER, Major-General, R.E.,
Secretary to Government.

Exd. S. T. Austin.
Spare Copies

Distribution and sufficient supply of Circulars.

8015
Govt. of 1876 Madras.

PUBLIC WORKS.

To

16-11-76

Dated

Issued

Recd

Encl.

G. O. *1000* 1876, No. 2992

Nos. 132/3

Circulars - Resolutions
of the Govt. of India
regarding the distribution
and sufficient supply
of —, recorded.

But no file
16-11-76

WV